

EVENT HOSTING

SCCOE Sponsorship is required. Partner with one of our departments to guide you through the process of hosting your educational event at one of our three wonderful locations.

Requirements:

- ★ Non-Profit, Educational
- ★ SCCOE Department Representative
- ★ Facility Use Contract
- ★ General Liability
- ★ Partner with In-House Caterer
- ★ Walk-Thru Tour
- ★ Security, After-Hour Events
- ★ Custodial Services, After-Hour Events

Amenities:

- ★ Free Wi-Fi
- ★ Free Parking
- ★ Furnishings; Tables, Chairs, Monitor
- ★ Privacy Rooms
- ★ Easy Access to All Conference Rooms
- ★ Easy Access to Local Highway, SJ Airport

LOCATIONS

Ridder Park

1290 Ridder Park Drive
San Jose, CA 95131

Snell Office

3500 Snell Avenue
San Jose, CA 95136

South County Annex

9300 Wren Avenue
Gilroy, CA 95020

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*For more information,
please contact:*

Conference Center Coordinator

ccenter@sccoe.org
(408) 453-6866



SANTA CLARA COUNTY OFFICE OF EDUCATION CONFERENCE CENTER



The Santa Clara County Office of Education is committed to serving, inspiring, and promoting student and public school success.

Santa Clara County  Office of Education

1290 Ridder Park Drive, San Jose, CA 95131
www.sccoe.org

Santa Clara County  Office of Education

RIDDER PARK

Large, versatile rooms

- ▶ Cafeteria
Seats 60+
Available after 3:30 pm
- ▶ East Side & San Jose
Seats 200+
- ▶ ERC Classroom
Seats 60

Medium, collaborative rooms

- ▶ Cupertino
Seats 30
- ▶ Gilroy
Seats 50+
- ▶ Milpitas
Seats 60
- ▶ Morgan Hill
Seats 30
- ▶ Oak Grove
Seats 50+



RIDDER PARK (CONT'D)

Small collaborative rooms

- ▶ Atrium
Seats 10
- ▶ ERC Conference #2
Seats 10
- ▶ Guadalupe
Seats 12+
- ▶ Santa Clara
Seats 18

SNELL OFFICE

Medium, collaborative room

- ▶ Conference Room #9
Seats 20+

SOUTH COUNTY ANNEX

Medium, collaborative room

- ▶ Conference Room
Seats 20+

Large, versatile room

- ▶ Multi Purpose Room
Seats 100
- ▶ Courtyard @ SCA
Seats 100+

We look forward to providing the perfect conference room for your event at SCCOE. Room reservation requests, inquiries or questions should be submitted via email to ccenter@sccoe.org.

Please include the following information in your inquiry:

- ★ Name of your SCCOE Sponsor
- ★ Type of Event
- ★ Date(s) of Event
- ★ Name of Event
- ★ Number of Attendees
- ★ Start and End Time of Room Use
- ★ Special Accommodations Required
- ★ Your Contact Information

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